



University of Science and Technology of Southern Philippines

Alubijid | Cagayan de Oro | Claveria | Jasaan | Oroquieta | Panaon

INVITATION /REQUEST FOR SUBMISSION OF PRICE QUOTATION
Posted in PhilGEPS Website/Conspicuous Place at the Procuring Entity

The University of Science & Technology of Southern Philippines, through the Bids and Awards Committee (BAC) hereby invites interested parties to submit quotation for the procurement of the following item:

Reference No.	Qty.	Unit	Specification/Description	Budget for the Contract	Mode of Procurement
RFQ- Shopping-014-2021	Please see details below	Please see details below	Negotiated Procurement of Supplies and Materials for Registrar office	₱64,023.45	Shopping 52.1b-Section, Rule XVI, Revised IRR of RA 9184

Deadline for the submission of quotation is on March 07, 2021 at 12:00 noon at the Procurement Unit, 2nd Floor, USTP Gymnasium building. You may submit your quotation through fax number 856-4696 / 856-1739 or through personal delivery in a sealed envelope.

The University of Science & Technology of Southern Philippines reserves the right to accept or reject any or all bids / price quotations, to annul the process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

sgd.
ATTY. JONATHAN S. OCHE
BAC I Chairman



University of Science and Technology of Southern Philippines

Alubijid | Cagayan de Oro | Claveria | Jasaan | Oroquieta | Panaon

Date: March 2, 2022
Quotation No.: RFQ-SHOPPING-014-2022

Name of Project: Procurement for
Supplies and Materials for Registrar
office

The Manager

Cagayan de Oro City

Please quote your lowest price on the item/s listed below, subject to the general Conditions stated below, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than March 07, 2021 at 12:00 noon. Please enclosed in a sealed envelope.

sgd.
ATTY. JONATHAN S. OCHE

BAC I Chairman

- NOTE:
1. DELIVERY PERIOD WITHIN 7 CALENDAR DAYS UPON RECEIPT OF PO.
 2. PRICE VALIDITY SHALL BE FOR A PERIOD OF 30 CALENDAR DAYS
 3. BIDDERS SHALL SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATIONS OF THE PRODUCT BEING OFFERED. (if applicable)
 4. THE USTP RESERVES THE RIGHT TO REJECT ANY OR ALL BIDS FOR ANY JUSTIFIABLE AND REASONABLE GROUND WHERE THE AWARD OF THE CONTRACT WILL NOT REDOUND TO THE BENEFIT OF THE GOP.
 5. REQUIREMENTS: 1) PHILGEPS REGISTRATION (PLATINUM MEMBERSHIP).

ITEM #	QTY	UNIT	DESCRIPTIONS AND SPECIFICATIONS	APPROVED UNIT COST (php)	UNIT PRICE
1	400	pc	10-peso stamp	10.00	
2	975	pc	1-peso stamp	1.00	
3	400	pc	20-peso stamp	20.00	
4	300	pc	30-peso stamp ()	30.00	
5	1000	pc	3-peso stamp ()	3.00	
6	1000	pc	7-peso stamp ()	7.00	
7	25	pc	Ballpen Black	15.00	
8	27	pc	Ballpen Blue	15.00	
9	8	pc	Ballpen Red	15.00	
10	30	pc	CORRECTION TAPE, film base type, UL 6m min ()	14.02	
11	1	pc	Date stamp ()	450.00	
12	10	roll	Double sided tape ()	50.00	
13	8	pack	FOLDER, TAGBOARD, for legal size documents ()	321.36	
14	5	pc	Glue gel ()	55.00	
15	20	pc	Highlighter- Neon Green ()	40.00	
16	84	ream	Mimeographing paper (white wove) A4 ()	100.00	
17	20	pc	NOTE PAD, stick on, 1" x 3" inches ()	47.73	
18	20	pad	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min ()	47.73	
19	18	box	PAPER CLIP, vinyl/plastic coat, length: 32mm min ()	7.76	

20	8	box	PAPER CLIP, vinyl/plastic coat, length: 50mm min ()	17.14	
21	50	ream	PAPER, Multi-Purpose (COPY) A4, 70 gsm ()	133.12	
22	17	ream	PAPER, Multi-Purpose (COPY) Legal, 70 gsm ()	133.12	
23	18	box	PENCIL, lead, w/ eraser, wood cased, hardness: HB ()	20.79	
24	20	pc	MARKER, PERMANENT, FINE type, black ()	42.00	
25	5	pc	MARKER, PERMANENT, FINE TYPE, red ()	42.00	
26	20	pcs	Portafiles (For office file arrangement)	25.00	
27	1	pc	Receive date stamp ()	450.00	
28	7	pair	SCISSORS, symmetrical, blade length: 65mm min ()	40.56	
29	25	pc	Sign pen Titus gel 0.5 BLUE ()	20.00	
30	16	box	STAMP PAD INK, purple or violet, 50ml (min.) ()	31.52	
31	23	box	STAPLE WIRE, STANDARD, (26/6) N. 35 ()	21.09	
32	8	pc	STAPLER, STANDARD TYPE (load cap: 200 staples min)	176.80	
33	5	set	Sticker paper ()	45.00	
34	1	pc	TAPE DISPENSER, TABLE TOP, for 24mm width tape ()	300.00	
35	45	roll	TAPE, transparent, 24mm ()	12.00	

Delivery Period:

Price Validity:

After having carefully read and accepted for General Conditions, I/We quote on the item at prices noted above.

Reyes-Supplies

RFQ-SHOPPING-014-2022

Resolution No. 22-101 s. 2022

PR No. 202202-173

Tel. #./address/e-mail add

Date

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